

# Becoming a Registered Child Care Provider

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## **When do you need to be registered?**

Before you begin the application process, it is important to know whether you even need to become registered. If you are providing care to 2 or less children, the children of one family, or are providing care exclusively to blood relatives, you are not required to become registered.

However, if you are or desire to provide care to 3 or more children from separate families on a regular basis, then by state law you are required to register with the State of Montana.

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## **What else do I need to know?**

You need to know that in order for you to be approved to provide child care services, there is an application process. This process includes submission of certain documents, but also requires that you submit to a criminal, Child Protective Services (CPS) and Department of Motor Vehicle (DMV) background check. If you have lived out of Montana in the previous 5 years, you will also be required to submit fingerprints. This allows the State of Montana to conduct an FBI criminal background check. There is a fee for the FBI check.

Persons with criminal records involving violence or ‘crimes against persons’ or certain CPS backgrounds may not qualify to provide child care services.

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## **What is the next step in the registration process?**

The application process includes submission of the following documents:

- ❖ Application for Registration
- ❖ Release of Information (to conduct the background checks)
- ❖ Statement of Health—the information on this document allows the department to assess applicants physical and emotional ability to provide safe care to children
- ❖ CPR and First Aid Certification
- ❖ Liability and Fire Insurance Verification
- ❖ Verification of current Immunizations—Measles, Mumps, and Rubella MMR) and Tetanus/diphtheria (Td).
- ❖ Completed Square Footage Plan, Daily Activities Schedule, Sample Menu Plan

Once the application materials are received, Department staff will review the information for completeness. If anything is missing, you will be notified in writing. The application process will not continue until all of the missing information is submitted.

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## **What are the benefits of becoming registered?**

Once you are registered, you qualify for:

- ❖ Reimbursements for meals served to children
  - ❖ Participation in the Best Beginnings Scholarship Program (which serves low income families)
  - ❖ Best Beginnings Provider grants and training initiative monies
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## **How do I obtain the application materials?**

If after reading this pamphlet, you are still interested in becoming a registered child care provider you should contact the local Child Care Resource and Referral (CCR&R) Agency. The CCR&R will notify you when the next New Provider Orientation is scheduled. It is at this Orientation where you can obtain the application materials.

The orientation session will go over the application materials, will discuss the rules and regulations, and will also discuss other critical components in establishing a child care business. The orientation is a mandatory meeting and must be completed before your application can be fully approved.

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## **Who Do I contact for Further Information?**

You may contact your local CCR&R Agency or your Local Child Care Licensing Office.

A list of CCR&R Agencies in Montana may be found at:

<http://vhsp.dphhs.mt.gov/childcare/agenciesmap.shtml>

A list by county of the Child Care Licensing offices in Montana may be found at:

<http://www.dphhs.mt.gov/contactus/childcarelicensing.shtml>

You may also inquire at our website at:

[www.dphhs.mt.gov/earlychildhood](http://www.dphhs.mt.gov/earlychildhood)

[www.childcare.mt.gov](http://www.childcare.mt.gov)

[www.montana.edu/ecp/calendar.html](http://www.montana.edu/ecp/calendar.html)